

**For PIA Use only**

Waiver #: \_\_\_\_\_

Customer #: \_\_\_\_\_

**PRISON INDUSTRY AUTHORITY (PIA) WAIVER REQUEST**

Use this request form to request a waiver from PIA for all products and/or services produced by PIA.

This form approved and returned to requestors constitutes PIA's written approval and must be maintained in the department's purchasing file documentation as proof of waiver approval.

All information must be provided to complete your request. The "Required Approvals" section must include a date for each signature, as appropriate for the transaction.

Requesting Department Information			
<b>Agency:</b>		<b>Approval required by either a Procurement and Contracting Officer (PCO) or Designee:</b>	
<b>Department:*</b>			
(*Includes Boards, Commissions, and Associations)		(Type names. Do not sign. Must be same as signature below.)	
<b>Institution (if applicable):</b>			
Department Contact Information			
<b>Contact Name:</b>		<b>Street Address:</b>	
<b>Telephone:</b> ( )		<b>Mailing Address:</b>	
<b>FAX:</b> ( )			
<b>E-Mail:</b>			
Required Contract Information			
<b>Contractor Name:</b>			
<b>Contractor Address:</b>			
<b>Purchase Order Total \$:</b> \$ _____	<b>Purchase Order #:</b> _____	<b>Quantity for each line item requested:</b> #1 Quantity: _____ #4 Quantity: _____ #2 Quantity: _____ #5 Quantity: _____ #3 Quantity: _____ #6 Quantity: _____	<b>Requested Delivery Date:</b> _____
<b>Provide a brief description of the items requested in this Waiver Request including all goods and/or services the contractor will provide: (Attach additional information if necessary)</b>			
<b>Justification for Waiver Request: (To expedite your request, please provide an explanation as to why PIA cannot provide the goods and/or services needed) Attach additional information if necessary (i.e., catalog photocopy)</b>			
Required Approvals			
<b>Procurement and Contracting Officer (PCO) or designee:</b>		<b>Prison Industry Authority Sales Manager or designee:</b>	
<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <b>Signature/Date</b>		<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <input type="checkbox"/> Approved           <input type="checkbox"/> Denied         </div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <b>Signature/Date</b>	

Remit completed form to:

 Prison Industry Authority  
 560 East Natoma Street  
 Folsom, CA 95630-9940  
 FAX (916) 358-2660